

#### HINTS FOR HOMEOWNERS

- Identify all personal property with your ID number.
- Make your home look and sound occupied by leaving shades and drapes in normal position, and consider buying automatic timers to turn lights and a radio on.
- Never leave garage doors open when you are gone.
- If you do leave for a long period, never leave things like lawn mowers or bicycles in your yard.
- Keep an eye on your neighbor's home and report any suspicious activity such as movement inside, a moving van, or someone moving furniture, when you are not aware your neighbors are moving.
- Ask a locksmith or the crime prevention officers about the proper type of locks for your home.
- Be suspicious of several wrong number telephone calls.
- Don't advertise your vacation. Discontinue all deliveries of paper or mail. Notify the police that you will be gone.

#### HINTS FOR BUSINESSES

- Identify all business property with your ID number, computers, tools, etc.
- Maintain an updated inventory sheet for business equipment.
- Enact inventory control programs for both retail and commercially used property.
- Get involved in business watch programs.
- Perform a security survey of your business and upgrade any deficient areas.
- Provide crime prevention education to your employees. Include personal safety, crime reporting, and overall prevention techniques.
- Evaluate key and access control programs.
- Keep your police department updated on current emergency information.

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# The West Des Moines Police Department presents **OPERATION I.D.**

A National Identification  
Program for  
Personal Property

IA0771 .



## **OPERATION IDENTIFICATION CRIME PREVENTION PROGRAM**

Crime is on the increase as expensive TV's, GPS, IPOD's, MP3 players, laptops, tools, and other items have become favorite targets of thieves.

To combat the problem, a program was developed using an individual identification number to help prevent thefts and to aid in the recovery of stolen items. This identification program is being used in all of Iowa's 99 counties and several other states.

The individual I.D. number is composed of 10 characters. It tells the state and county in which you live as well as the first letter of your last name.

For example, if you were Jane A. Doe of West Des Moines, Iowa, your I.D. number might be **IA0770306D**.

The **IA** stands for Iowa, **077** for Polk County, and **0306D** indicated that you are the 306th person in Polk County with the last name beginning with D.

This coding system enables law enforcement officials anywhere in the United States to minimize theft and to trace stolen items back to their rightful owner.

## **CONTACT THE WEST DES MOINES POLICE DEPARTMENT**

An I.D. number can be obtained by contacting the West Des Moines Police Department. You will be assigned a number, that has been registered with the Polk County Sheriff's Department and enter it into their files. Law Enforcement officials recovering stolen equipment, tools, or household items only have to call either the police or sheriff's department to verify that the stolen item is your property.

When you obtain your ID number from the police department, they will suggest good locations for marking your property. In addition to the uniform location, individuals are urged to place their ID number in another location known only to them. In the event their number is removed or destroyed, they can still claim their property if recovered since they will have a positive means of identification.

### **KEEP AN INVENTORY**

Fill out an inventory sheet when you mark your personal items noting the item marked, its value, and the location of the ID number. Inventory sheets are available upon request.

### **SECOND AND THIRD OWNERSHIP**

Property may change hands many times. It is suggested that you notify the new owner that you have marked it with your ID number and suggest that they put their number below your. This way the item can be traced from one owner to another.

### **INVISIBLE INK PENS**

The West Des Moines Police Department makes available invisible ink Pens to the public to assist them in marking property.

### **MARKING SMALL ITEMS**

Small items of jewelry, or items unsuitable for marking should be recorded by taking a photograph and then writing a brief description on the back with the value and date of purchase.